



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** OFFICE OF PUBLIC - PRIVATE ACCOUNTABILITY ADMINISTRATOR

**SALARY:** \$71,755 - \$92,414 annually

**LOCATION:** Monroe County Department of Finance

### **JOB SUMMARY:**

This is an administrative position, located in Monroe County's Department of Finance, responsible for directing the activities of the Office of Public - Private Accountability. This position will provide oversight to any entity engaged in a public-private partnership with Monroe County, including private companies, non-governmental entities, and non-profit entities that perform a function for the County or receive tax money through the County. Duties also involve monitoring and reviewing contracts and agreements that co-mingle public and private resources. Work is performed in accordance with proper governmental auditing standards and practices. The employee reports directly to, and works under the general supervision of the Director of Finance. General supervision is exercised over internal audit staff.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with Bachelor's degree in Accounting, Auditing, Business Administration, Public Administration, Finance or a closely related field plus six (6) years paid full-time or its part-time equivalent experience in internal or external auditing, two (2) years of which must have been in a supervisory capacity\*.

\*supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

A Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) designation is preferred but not required.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

### **Send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET  
ROCHESTER, NEW YORK 14614

**Posting Date:** May 9, 2014

**Posting Deadline:** Until Filled

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer